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TO: Executive Facilities Officers
Chiefs of University Police
Campus Deputy Building Officials

FROM: Jack E. Andersen 
Jack Andersen (Aug 8, 2023 17:44 PDT)
Interim Chief of Planning and Design
CSU Chief Building Official / Director of Architecture
Capital Planning, Design and Construction

SUBJECT: Seismic Review Board Emergency Response Protocols

This memo provides updated information on the California State University (CSU) seismic emergency response protocols specific to building damage and assessment. Please share this information with University campus emergency preparedness teams and the University Risk Management Officers in order to update your Emergency Preparedness Plans.

The CSU Seismic Requirements were originally adopted in 2000 with the current policy edition available at: [CSU Seismic Requirements.pdf \(calstate.edu\)](http://calstate.edu/CSU_Seismic_Requirements.pdf). Section 6 in the Seismic Requirements describes the emergency seismic response protocols to be used in the case of a significant seismic event. In such an event, the Chair of the CSU Seismic Review Board (SRB) is empowered to act, under the authority of the CSU Chief Building Official or systemwide CSU Deputy Building Official (either known hereafter as the Building Official), as an Emergency Designated Building Official (EDBO) for the purposes of structural safety determinations for campus facilities.

The SRB was established to help build and maintain facilities *‘that provide an acceptable level of earthquake safety for students, employees, and the public’*. This board is comprised of a Chair, a Vice Chair, and seven independent engineers (six structural and one geotechnical), who advise the CSU on seismic-related safety issues and evaluate seismic performance for new and existing CSU facilities. The six structural engineers are assigned to specific campuses and are knowledgeable about soils issues and fault proximity.

When a substantive earthquake occurs, the SRB Chair (the Vice Chair or other SRB members in the event the Chair is unavailable) will contact the applicable University Executive Facility Officer, the University Police dispatch center and/or the Campus Deputy Building Official (CDBO) at each campus for an initial damage assessment. Note that the campus’s Emergency

CSU Campuses
Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay

Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus

Operation Center (EOC) may have been activated in the aftermath of the event and coordination/communication with the EOC should be maintained through one of the above University personnel unless directed otherwise; see below. If significant damage is reported or if there are other reasons to believe damage may have occurred, the SRB Chair will travel – at the direction of the Building Official and the University personnel – to the campus as soon as practical and assume the role of the EDBO for the University as authorized by the CSU Office of the Chancellor in accordance with the CSU Seismic Requirements. In the event the SRB Chair is unable to travel to the campus, the SRB Vice Chair or other SRB members may perform duties of the EDBO for the University. Initially any SRB member responding to the event should provide periodic updates – as time permits – to the Building Official or other designated members at the Office of the Chancellor.

Upon the arrival at the campus, the SRB Chair, Vice Chair, or another SRB member may assume the role as the EDBO and will confer with the CDBO to provide an update to any initial structural safety evaluations made up to that time; this authority of the EDBO extends to all construction work on the campus during the emergency. Depending upon the severity of the event and based on such evaluations, each campus building will be reviewed and posted by the EDBO or the Building Official as follows based on ATC 20 guidelines:

1. Inspected Lawful Occupancy Permitted (Green);
2. Restricted Use (Yellow), with the limitations on entry explicitly stated on the placard; or
3. Unsafe (Red)

Where 'Restricted Use' or 'Unsafe' postings are made, the University Police shall restrict occupancy and entry to emergency response personnel and individuals specifically authorized by the EDBO or Building Official. This is to limit the risk to occupants until the risk is sufficiently reduced to allow placement of an 'Occupancy Permitted' placard.

University campus personnel or administrators cannot overrule posted designations of 'Restricted Use' or 'Unsafe' established by the Emergency Designated Building Official or the Building Official. Determinations by the EDBO and/or the Building Official take precedence over CDBO determinations at the campus.

In addition to the EDBO, the Seismic Peer Reviewer assigned to the campus, other SRB members and/or other qualified licensed structural engineers – approved by the EDBO – can be expected to visit and work with the EDBO in evaluating the condition of campus facilities. All services provided and expenses incurred during the emergency by the EDBO shall be compensated by the University and/or the Office of the Chancellor based on the current rates in the Service Agreements or Master Enabling Agreements with the specific SRB member; the procuring for such services shall be under an Extra Services Agreement and executed by the CSU in a timely manner; see link below.

Note that in the event of an emergency due to substantial earthquake with reported significant damage, the Office of the Chancellor may activate the web application Virtual Emergency Operations Center (VEOCI) and may establish a separate (physical) EOC to collaborate with the University efforts and the University EOC if activated. The EDBO, SRB members, and other personnel listed in this document will collaborate and coordinate efforts using VEOCI as listed in these protocols through the Office of the Chancellor EOC, Office of the Chancellor personnel, and University personnel and EOC if activated.

CSU Seismic Review Board members' contact information is provided in the link below to inform the University personnel of the SRB member(s) authorized to make facility safety determinations in a significant seismic event; and to enable University personnel to contact them for an emergency response to the event. These listings are periodically updated.

Current listings are available online under "Seismic Peer Review MEA" at the link:

[Agreements \(Systemwide\): Master Enabling Agreements and Job Order Contracts | CSU \(calstate.edu\)](#);

[Seismic Peer Reviewers are assigned to individual campuses of the CSU.](#)

Capital Planning, Design and Construction (CPDC) Interim Chief of Planning and Design/ Director of Architecture, as the CSU Chief Building Official, and the Campus Deputy Building Officials assigned to the specific campuses respectively are listed at the links:

[CSU Campus Points of Contact](#);

[Campus Assignments | CSU \(calstate.edu\)](#).

Additional questions regarding the Seismic Policy and our seismic emergency response protocols may be directed to the Office of the Chancellor.

Distribution:

Chief Administrative Business Officers

CSU Seismic Review Board

Steve Relyea, Executive Vice Chancellor and Chief Financial Officer, CSU Office of the Chancellor

Zachary Gifford, Sr. Director, Systemwide Risk Management, CSU Office of the Chancellor

Jenny Novak, Director, Systemwide Emergency Management & Continuity,

CSU Office of the Chancellor

Paul Gannoe, Assistant Vice Chancellor, Capital Planning, Design and Construction,

CSU Office of the Chancellor

Elvyra F. San Juan, *Emeritus* Assistant Vice Chancellor, Capital Planning, Design and Construction, CSU Office of the Chancellor

Travis Tyler, Director, Office of Fire Safety, CSU Office of the Chancellor

Ebi Saberi, (Systemwide) CSU Deputy Building Official, CSU Office of the Chancellor